

Department of Natural Resources

Fiscal Services Policy No.:

FS-5

Effective Date:

July 5, 2016

Subject:

Travel Procedures

Authorization:

Tom Harris, Secretary



I. Policy:

It is the policy of the Department of Natural Resources that all travel be job-related and necessary to the mission and function of the Department and be conducted in the most cost efficient manner. Employees are responsible for ordinary expenses associated with both in-state and out-of-state travel. Routine expenses include but are not limited meals, tips, parking tolls, local transportation and other items of a similar nature. All High Cost Expenditures (airfare, lodging, vehicle rentals, and registration) must be placed on the Agency CBA (Controlled Billed Account) unless prior approval is granted from the Commissioner of Administration.

II. Purpose:

The purpose of this policy is to provide additional clarification of Policy and Procedure Memorandum 49 (PPM 49) for the Department employees.

III. Applicability:

This policy applies to all Offices of DNR and all DNR employees that are required to travel for job-related work.

IV. Procedures:

A. TRAVEL AUTHORIZATION

The traveler's administrator and appointing authority must authorize any employee trip before the date of departure. The Travel Authorization Form (GF-4(TA, Rev 01/2013)) is to be used as stipulated in subsequent sections of this procedure. See Attachment A-Travel Authorization.

The Travel Authorization Form is to be signed by the traveler's Division Administrator (or equivalent), and the Assistant Secretary and Undersecretary. Travel Authorizations are to be signed by the Department Secretary (or designee).

1. Authorization to Travel

- a. All non-routine travel must be authorized with prior approvals in writing by the head of the department, board, or commission from whose funds the traveler is paid. A Department Head may delegate this authority in writing to one designated person. Additional persons within a department may be designated with approval from the Commissioner of Administration. A file shall be maintained, by the agency, on all

approved travel authorizations.

- b. Annual travel authorizations are no longer a mandatory requirement of PPM49 for routine travel. A prior approved travel authorization is still required for non-routine meetings, conferences and out-of-state travel.

B. CONTRACTED TRAVEL SERVICES

The state has contracted for travel agency services, which use is mandatory for airfare, unless exemptions have been granted by the Division of Administration, Office of State Travel, prior to purchasing airfare tickets. The contracted travel agency has an online booking system which should be used by all travelers for booking airfare. Use of the online booking systems can drastically reduce the cost paid per transaction and state travelers are strongly encouraged to utilize. www.shortstravel.com/la All state travelers must establish a profile with the contracted agency before using the service.

C. CONTRACTED HOTEL SERVICES

The state has a contract for hotel services with HotelPlanner. Although use of the contract is not mandatory, agencies are encouraged to take advantage of the services and benefit from the rebates offered.

Note: Travelers will be responsible for adhering to hotel's cancellation policy that is set by the hotel when booking through HotelPlanner. If a traveler does not cancel a hotel stay within the cancellation time frame that is set by the hotel, the traveler will be responsible for payments. No exceptions unless approval is granted from the Commissioner of Administration.

D. E CONTRACTED VEHICLES RENTALS

The state has a contract for all rentals based out of Louisiana through Enterprise Rent-A-Car, which use is mandatory. Contact your Agency CBA Administrator to reserve and pay for vehicles.

Agency CBA Administrators

Secretary	Jan Janney	Technology Assessment
Secretary	Martharene Hill	All other Secretary
Conservation	Twana Bowman	Pipeline Safety
Conservation	Christina Graham	Injection & Mining
Conservation	Lisa Kursevich	Engineering
Minerals	Peggy Guerin	
Coastal Mgmt	Lea Ann Baker	

The state has contracts for all out-of-state rental vehicles which use is mandatory. Travelers shall use Hertz, Enterprise, or National for out-of-state business travel. These contracts are also applicable to all authorized travelers, and contractors.

E. METHODS OF TRANSPORTATION

Cost-effective transportation

The most cost-effective method of transportation that will accomplish the purpose of the travel shall be selected. Among the factors to be considered should be length of travel time, employee's salary, cost of operation of a vehicle, cost and availability of common carrier services, etc. Common carrier shall be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost efficient or practical and approved in accordance with these regulations.

1. Air

- a. **Private Owned or Charter Planes** - Before travel by privately-owned or by chartered aircraft is authorized for individual's travel by a department head, the traveler shall certify that: (1) at least two hours of working time will be saved by such travel; and (2) no other form of transportation, such as commercial air travel or a state plane, will serve this same purpose.
- b. **Commercial Airlines** - (Receipts required) All state travelers are to purchase commercial airline tickets through the state contracted travel agency (see page 2 for contract travel agency website). This requirement is mandatory unless approval is granted from Office of State Travel. (In the event travelers seek approval to go outside the travel agency, they shall submit their request through their agency travel program administrator, who will determine if the request should be submitted to the Office of State Travel).

While state contractors are not required to use the state's contracted travel agency when purchasing airfare, it will be the agency's responsibility to monitor cost ensuring that the contractor(s) are purchasing the lowest, most logical airfare.

The State always supports purchasing the "best value" ticket. Therefore, once all rates are received, the traveler must compare cost and options to determine which fare would be the "best value ticket" for their trip. To make this determination, the traveler must ask the question: Is there a likelihood my itinerary could change or be cancelled? Depending on the response, the traveler must determine if the costs associated with changing a non-refundable ticket, usually around \$200 would still be the best value.

Another factor, to assist having a travel agent search the lowest fare, is advising the agent if the traveler is flexible in either dates or time of travel. By informing the travel agent of your "window of time" for your departure and return will assist them to search for the best price.

- i. Travelers are to seek airfare allowing an ample amount of lead time prior to departure date. The lead-time should be about (10) ten to (14) fourteen days in advance of travel dates to ensure the lowest fares are available.

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- ii. The policy regarding airfare penalties is that the state will pay for the airfare and/or penalty incurred for a change in plans or cancellation when the change or cancellation is required by the State or other unavoidable situations approved by the agency's Department Head. Justification for the change or cancellation by the traveler's department head is required on the travel expense form.
- iii. A lost airline ticket is the responsibility of the person to whom the ticket was issued. The airline fee of searching and refunding lost tickets will be charged to the traveler.

The difference between the prepaid amount and the amount refunded by the airlines must be paid by the employee.

- iv. Traveler is to use the lowest logical airfare whether the plane is a prop or a jet.
- v. Employees may retain promotional items, including frequent flyers miles, earned on official state travel. However, if an employee makes travel arrangements that favor a preferred airline/supplier to receive promotional items/points and this circumvents purchasing the most economical means of travel, they are in violation of this travel policy. Costs for travel arrangements subject to this violation are non-reimbursable.
- vi. When making airline reservation for a conference, let the travel agent know that certain airlines have been designated as the official carrier for the conference. In many instances, the conference registration form specifies that certain airlines have been designated as the official carrier offering discount rates, if available. If so, giving this information to our contracted agency could result in them securing that rate for your travel.
- vii. Tickets which are unused by a traveler should always be monitored by the traveler and the agency. Traveler should ensure that any unused ticket is considered when planning future travel arrangements. Some airlines have a policy which would allow for a name change to another employee within the agency. A view of the latest airline policies regarding unused tickets are available at the State Travel Office's website <http://www.doa.louisiana.gov/osp/travel/airfare.htm>.

Ultimately, it is the traveler's responsibility to determine, upon initial notification of an unused ticket and then every 30 days thereafter, if traveler will be utilizing the unused ticket. If it is determined that the ticket will not be utilized prior to expiration and there is a possibility to transfer the ticket, the traveler must immediately advise the agency travel administrator that the ticket is available for use by another employee, section or agency. The travel administrator should then act accordingly.

2. Motor Vehicle

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No vehicle may be operated in violation of state or local laws. No traveler may operate a vehicle without having in his/her possession a valid U.S. driver's license. Safety restraints shall be used by the driver and passengers of vehicles. All accidents, major and minor, shall be reported first to the local police department or appropriate law enforcement agency. In addition, an accident report form, available from the Office of Risk Management (ORM) of the Division of Administration should be completed as soon as possible and must be returned to ORM, together with names and addresses of principals and witnesses.

Any questions about this should be addressed to the Office of Risk Management of the Division of Administration. These reports shall be in addition to reporting the accident to the Department of Public Safety as required by law.

Operating a state-owned vehicle, state-rented vehicle or state leased vehicle or operating a non state-owned vehicle for business while intoxicated as set forth in R.S. 14:98 and 14:98.1 is strictly prohibited, unauthorized, and expressly violates the terms and conditions of use of said vehicle. In the event such operation results in the employee being convicted of, pleading nolo contendere to, or pleading guilty to, driving while intoxicated under R.S. 14:98 or 14:98.1, such would constitute evidence of the employee:

1. Violating the terms and conditions of use of said vehicle
2. Violating the direction of his/her employer, and
3. Acting beyond the course and scope of his/her employment with the State of Louisiana.

Personal use of a state-owned, state-rented or state-leased vehicle is not permitted.

No person may be authorized to operate or travel in a state owned or rental vehicle unless that person is a classified or unclassified employee of the State of Louisiana; any duly appointed member of a state board, commission, or advisory council; or any other person who has received specific approval, and is deemed as an authorized traveler, on behalf of the State, from the Department Head or his designee to operate or travel in a fleet vehicle on official state business. A file must be kept containing all of these approvals.

Any persons who are not official state employees must sign an Acknowledgement of Non-State Employees Utilizing State Vehicles form, located at the Office of State Travel's website, <http://www.doa.louisiana.gov/osp/travel/forms.htm> prior to riding in or driving a state-owned vehicle or rental vehicle on behalf of the State. *See Attachment B-Acknowledgment (Hold Harmless)*. Each agency is responsible for ensuring that this along with any other necessary documents and requirements are completed and made part of the travel file prior to travel dates.

Students not employed by the State shall not be authorized to drive state-owned or rented vehicles for use on official state business. A student may be deemed as an "authorized traveler" on behalf of the State by the Department Head or his designee to operate or travel in a state-owned or rented vehicle on official state business. The Acknowledge of Non-State

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Employees Utilizing State Vehicles form acknowledging the fact that the state assumes no liability for any loss, injury, or death resulting from said travel must be signed as part of the approval process. A file must be kept containing all of these approvals.

Persons operating a state owned rental or personal vehicle on official state business will be completely responsible for all traffic, driving and parking violations received. This does not include state-owned or rental vehicle violations, i.e. inspection sticker, as the State and/or rental company would be liable for any cost associated with these types of violations.

a. State-Owned Vehicles

- i. Travelers in state-owned automobiles who purchase needed fuel, repairs and equipment while on travel status shall make use of all fleet discount allowances and state bulk purchasing contracts where applicable. Reimbursements require a receipt and only regular unleaded gasoline, or diesel when applicable, should be used. This applies for both state owned vehicles and rental vehicles, as mid-grade, super, plus or premium gasoline is not necessary. If traveler utilizes anything other than regular unleaded gasoline unless vehicle requires diesel, or any other manufactory mandated grade, without justification and prior approval from the agency Department Head, traveler must reimburse the agency the difference between what was paid and the state average gasoline rate. Each agency/department shall familiarize itself with the existence of the fuel/repair contract(s), terms and conditions as well as locations of vendors.
- ii. State-owned vehicles may be used for out-of-state travel only if permission of the department head has been given prior to departure. If a state-owned vehicle is to be used to travel to a destination more than 500 miles from its usual location, documentation that this is the most cost-effective means of travel should be readily available in the department's travel reimbursement files.
- iii. Unauthorized persons should not be transported in state vehicles. Approval of exceptions to this policy may be made by the Department Head if he determines that the unauthorized person is part of the official state business and the best interest of the state will be served and the passenger (or passenger's guardian) signs an Acknowledgement of Non-State Employees Utilizing State Vehicles form acknowledging the fact the state assumes no liability for any loss, injury, or death resulting from said travel.
- iv. If a state vehicle is needed/requested to be brought to the home of a state employee overnight, then the agency/traveler should ensure it is in accordance with requirements outlined in R.S. 39:361-364.

b. Personally Owned Vehicles

- i. When two or more persons travel in the same personally owned vehicle, only one charge will be allowed for the expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.
- ii. A mileage allowance shall be authorized for travelers approved to use personally owned vehicles while conducting official state business. Mileage may be reimbursable on the basis of **no more than .51 cents** per mile and in accordance with the following:

For official in-state business travel:

- Employee should utilize a state vehicle when available
 - Employee may rent a vehicle from the State's in-state contract Enterprise Rent-A-Car, if a state vehicle is not available and travel exceeds 100 miles; or
 - If an employee elects to use his/her personal vehicle, reimbursement may not exceed a maximum of 99 miles per round trip and/or day (or the return to domicile) at .51 cents per mile.
- Please note that mileage is applicable for round trip (multiple days) and/or round trip (one day).

➤ Examples

1. If someone leaves Baton Rouge, travels to New Orleans and returns that same day, they are entitled to 99 miles maximum for that day trip if they choose to drive their personal vehicle.
2. If someone leaves Baton Rouge, travels to New Orleans, and returns two days later, they are entitled to 99 miles maximum for the entire "trip" if they choose to drive their personal vehicle.
3. If someone leaves Baton Rouge, travels to New Orleans then on to Lafayette, Shreveport, Monroe and returns to the office four days later, they are entitled to 99 miles maximum for the entire "trip" if they choose to drive their personal vehicle.

iii. Mileage shall be computed by one of the following options:

1. On the basis of odometer readings from point of origin to point of return.
2. By using a website mileage calculator or a published software package for calculating mileage such as Tripmaker, How Far Is It, MapQuest, etc. Employee is to print the page indicating mileage and attach it with his/her travel expense form.

- iv. An employee shall never receive any benefits from not living in his/her official domicile. In computing reimbursable mileage, while the employee is on official state travel status, to an authorized travel destination from an employee's residence outside the official domicile, the employee is always to claim the lesser of the miles from

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their official domicile or from their residence. If an employee is leaving on a non-work day or leaving significantly before or after work hours, the department head may determine to pay the actual mileage from the employee's residence, not to exceed a maximum of 99 miles per round trip and/or day at **.51 cents per mile**. See examples, Section E.2.b.

- v. The Department Head or his/her designee may approve an authorization for routine travel for an employee who must travel in the course of performing his/her duties; this may include domicile travel if such is a regular and necessary part of the employee's duties, but not for attendance to infrequent or irregular meetings, etc. within the city limits where his/her office is located, the employee may be reimbursed for mileage only not to exceed a maximum of 99 miles per round trip and/or day at **.51 cents per mile**. See examples, Section E.2.b.
- vi. Reimbursements will be allowed on the basis of **.51 cents per mile**, not to exceed a maximum of 99 miles per round trip and/or day, to travel between a common carrier/terminal and the employee's point of departure, i.e. home, office, etc., whichever is appropriate and in the best interest of the state. See examples, Section E.2.b.
- vii. When the use of a private-owned vehicle has been approved by the department head for out-of-state travel for the traveler's convenience, the traveler will be reimbursed for mileage on the basis of **.51 cents per mile only**, not to exceed a maximum of 99 miles per round trip and/or day. If prior approval for reimbursement of actual mileage is requested and granted by the Commissioner of Administration, the total cost of the mileage reimbursement may never exceed the cost of a rental vehicle or the cost of travel by using the lowest logical airfare, obtained at least 14 days prior to the trip departure date, whichever is the lesser of the two. The reimbursement would be limited to one lowest logical airfare quote or one vehicle rental, not the number of persons traveling in the vehicle. The traveler is personally responsible for any other expenses in-route to and from destination which is inclusive of meals and lodging. If a traveler, at the request of the department, is asked to take his/her personally owned vehicle out-of-state for a purpose that will benefit the agency, then the Department Head may on a case-by-case basis determine to pay a traveler for all / part of in-route travel expenses, however, mileage reimbursement over 99 miles would still require prior approval from the Commissioner of Administration. In this case, once prior approval is obtained from the Commissioner of Administration to exceed 99 miles, then the department head may authorize actual mileage reimbursements. File should be justified accordingly.

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- viii. When a traveler is required to regularly use his/her personally owned vehicle for agency activities, the agency head may request prior authorization from the Commissioner of Administration for a lump sum allowance for transportation or reimbursement for transportation (mileage). Request for lump sum allowance must be accompanied by a detailed account of routine travel listing exact mileage for each such route and justification why a rental vehicle is not feasible. Miscellaneous travel must be justified by at least a three-month travel history to include a complete mileage log for all travel incurred, showing all points traveled to or from and the exact mileage. Request for lump sum allowance shall be granted for periods not to exceed one fiscal year. A centralized file must be kept containing all approvals.

WHEN SOMEONE IS GRANTED A MONTHLY VEHICLE ALLOWANCE OR A LUMP SUM ALLOWANCE, THEY ARE NOT TO REQUEST OR BE REIMBURSED FOR MILEAGE, FUEL OR RENTAL VEHICLES, RENTAL COULD BE ALLOWED ONLY WHEN FLYING OUT OF STATE.

- ix. In all cases, the traveler shall be required to pay all operating expenses for his/her personal vehicle including fuel, repairs, and insurance.

The only exemption which would not require the Commissioner of Administration's prior approval for exceeding 99 miles reimbursement and receiving actual mileage reimbursements is for members of boards and commissions, not administration/office personnel, and for students which are traveling on a grant, scholarship, or any other occasion where use of the personal vehicle is the best and/or only method of transportation available. Department Head approval is required.

c. **Rented Motor Vehicles (Receipts Required)**

Any rental vehicle not covered in the State's in-state or out-of-state contracts should be bid in accordance with proper purchasing rules and regulations. The state has a contract for all vehicle rentals based out of Louisiana through Enterprise Rent-A-Car, which use is mandatory for business travel. This contract is also applicable to all authorized travelers, and contractors. See Attachment C-Online Reservation Instructions for Enterprise.

The state has contracts for out-of-state vehicles rentals. Travelers shall use Hertz, Enterprise-Rent-A-Car, or National which use is mandatory for business travel. These contracts are applicable to all authorized travelers, and contractors.

- i. **In-State Vehicle Rental** - The State has contracted for all rentals based out of Louisiana through Enterprise Rent-A-Car's. State Motor Pool Rental Contract, which use is mandatory, for business travel which applies to all State of Louisiana employees and/or authorized travelers, contractors, etc. traveling on official state business.

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A rental vehicle should be used, if a state owned vehicle is not available, for all travel over 99 miles. All exemptions must be requested and granted by the Commissioner of Administration for any reimbursements which exceed 99 miles prior to the trip. Requests for exemption must be accompanied by detailed explanation as to why a rental is not feasible. If an exemption from the program is granted by the Commissioner of Administration as stated above, then the employee will not be required to rent a vehicle and may receive actual mileage reimbursement up to .51 cents per mile.

All state contractors, who have entered into a contract with the State of Louisiana on or after March 1, 2013, and whose contracts are required to follow PPM49 for travel reimbursements, are to utilize both in-state and out-of-state mandatory contracts awarded by the State.

Although exemptions may be granted by the Commissioner of Administration, all must adhere to the current mileage reimbursement rate of no more than .51 cents per mile.

The only exemption which would not require the Commissioner of Administration's prior approval for exceeding 99 miles reimbursement and receiving actual mileage reimbursements is for members of board and commissions, not administration/office personnel, and for students which are traveling on a grant, scholarship, or any other occasion where use of the personal vehicle is the best and/or only method of transportation available. Department Head approval is required.

For trips of 100 miles or more, any employee and/or authorized traveler, should use a state owned vehicle or rental vehicle from Enterprise Rent-A-Car State Motor Pool Rental Contract, when a state vehicle is not available. For trips of less than 100 miles employees should utilize a state vehicle when available, utilize their own vehicle and receive mileage reimbursement not to exceed a maximum of 99 miles per round trip and/or day at .51 cents per mile or may rent a vehicle from Enterprise Rent-A Car's State Motor Pool Rental Contract.

Reservations should not be made at an airport location for daily routine travel, as this will add unnecessary cost to your rental charges. No travelers may purchase prepaid fuel. If traveler utilizes anything other than regular unleaded gasoline, unless vehicle requires diesel or any other manufactory mandated grade, without justification and prior approval from the agency Department Head, traveler must reimburse the agency the difference between what was paid and the state average gasoline rate

- ii. **Payments** - Rentals through the in-state Motor Pool Rental Contract shall be

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made using the agency's CBA account or by direct bill to the agency. The Agency CBA Administrator for each Agency has the established direct bill account numbers.

- iii. **Out-of State Vehicle Rental** - The State has contracted for rental vehicles for domestic, and out-of-state travel, excluding Louisiana and international travel, utilizing the State of Louisiana's Out-of-State Contracts, which use is mandatory. All State of Louisiana employees and/or authorized travelers, contractors are mandated to use these contracts due to exceptional pricing which includes CDW (Collision Damage Waiver) and one million dollar liability insurance. The State of Louisiana Out-of-State participating vendors include Enterprise Rent-A-Car, National Car Rental, and Hertz Car Rental Corporation. It is the traveler's discretion which rental company is utilized.

Members of boards and commissions are required to utilize the State's vehicle rental contracts, both in-state and out-of-state, unless approval from the Commissioner of Administration is requested and granted. If approval is granted, Board and commission members may receive actual mileage reimbursement of no more than .51 cents per mile.

All state contractors, who have entered into a contract with the State of Louisiana on or after March 1, 2013, and whose contracts are required to follow PPM49 for travel reimbursements, are required to utilize both in-state and out-of-state mandatory contracts awarded by the State.

- iv. **Payments** - Rentals made through the State of Louisiana Out-of-State Contracts shall be made using the agency's CBA account or by direct bill to the agency. The Agency CBA Administrator for each Agency has the established direct bill account numbers.
- v. **Approvals** - Written approval of the Department Head or his/her designee prior to departure is required for the rental of vehicles, however, if your agency chooses, approval may be handled on an annual basis if duties require frequent rentals. Special approval is required, from the Department Head or his/her designee, for rental of any vehicle in the full size category and above.
- vi. **Vehicle Rental Size** - Only the cost of a compact or intermediate model is reimbursable, unless:
 - 1. Non-availability is documented; or
 - 2. The vehicle will be used to transport more than two persons.Note: When a larger vehicle is necessary as stated in number 1 above or a larger vehicle is necessary due to the number of persons being transported, the vehicle shall be upgraded only to the next smallest size and lowest price necessary to accommodate the number of persons traveling.

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A Department Head or his/her designee may, on a case-by-case basis, authorize a larger sized vehicle provided detailed justification is made in the employee's file. Such justification could include, but is not limited to, specific medical requirements when supported by a doctor's recommendation.

- vii. **Personal Use of Rental** - Personal use of a rental vehicle, when rented for official state business, is not allowed.
- viii. **Gasoline (Receipts Required)** - Reimbursements require an original receipt and only regular unleaded gasoline, or diesel when applicable, should be used. This applies for both state owned vehicles and rental vehicles, as mid-grade, super, plus or premium gasoline is not necessary.

An employee should purchase gasoline with the State's Fuel Card or any other approved credit card at reasonable cost from a local gasoline station prior to returning the rental. Pre-paid Fuel Options, for rental vehicles, are not allowed. If traveler utilizes anything other than regular unleaded gasoline, unless vehicle requires diesel or any other manufactory mandated grade, without justification and prior approval from the agency Department Head, traveler must reimburse the agency the difference between what was paid and the state average gasoline rate. Each agency/department shall familiarize itself with the existence of the fuel/repair contract(s), terms and conditions as well as locations of vendors.

- ix. **Insurance for Vehicle Rentals** Within the 50 United States: Insurance billed by car rental companies is not reimbursable. All insurance coverage for rental vehicles, other than the State's in-state and out-of-state mandatory contracts is provided by the Office of Risk Management. Should a collision occur while on official state business, the accident should immediately be reported to the Office of Risk Management and rental company.

Any damage involving a third party must be reported to appropriate law enforcement entity to have a police report generated.

Note: Lost Keys and car door unlocking services for rental vehicles are not covered under the damage waiver policy and are very costly. Payment for reimbursement for this expense must be justified and approved by the Department Head or designee on a case by case basis.

There should be no other charges added to the base price of a rental.

- x. **Insurance for Vehicle Rentals Outside** the 50 United States (Receipts Required) The Office of Risk management (ORM) recommends that the appropriate insurance (liability and physical damage) provided through the car rental company be purchased when the traveler is renting a vehicle outside the 50 United States. With the approval of the Department Head or his/her designee required insurance costs may be reimbursed for travel

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outside the 50 United States only. Consult PPM 49 for reimbursable insurance packages.

- xi. **Navigation Equipment (GPS System)** rented, not purchased, from a rental car company, may only be reimbursed if an employee justifies the need for such equipment and with prior approval of the Department Head or his/her designee.

3. **Public Ground Transportation**

The cost of public ground transportation such as buses, subways, airport shuttle/limousines, and taxis are reimbursable when the expenses are incurred as part of approved state travel. See receipt requirements below.

Airport shuttle limousines, taxis and all other public transportation where a receipt is available, requires a receipt for reimbursements. A driver's tip for shuttle/limousines and taxis may be given and must not exceed 15% of total charge. Amount of tip must be included on receipt received from driver/company.

All other forms of public ground transportation, where a receipt is not possible and other than those listed above, are limited to \$15 per day without a receipt. Claims in excess of \$15 per day requires a receipt. At the agency's discretion, the Department Head may implement an agency wide policy requiring receipts for all public transportation request less than \$15 per day.

To assist agencies with verification of taxi fares, you may contact the taxi company for an estimate or visit sites such as taxifarefinder.com. An employee should always get approval, prior to a trip, if multiple taxis will be used; as it may be in the agency's best interest to rent a vehicle versus reimbursement of multiple taxi expenses.

F. **LODGING AND MEALS**

1. **Eligibility**

- a. **Official Domicile/Temporary Assignment** - Travelers are eligible to receive reimbursement for travel only when away from "official domicile" or on temporary assignment unless exemption is granted in accordance with these regulations.
- b. **Extended Stays** - For travel assignments approved by the Commissioner of Administration involving duty for extended periods (31 or more consecutive days) at a fix location, the reimbursement rates indicated should be adjusted downward whenever possible.
- c. **Single Day Travel** - Meals are not eligible for reimbursements on single day travel. This means that when an authorized traveler of the State is in travel status where no overnight stay is required, no meals are eligible for reimbursement. However, the Department Head will be allowed to authorize Single Day Meal

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reimbursement on a case-by-case basis or by types(s) of single day travel when it is determined to be in the best interest of the department. In those cases, the department must keep the approvals in the travel file and **must be responsible** to take appropriate steps to report the reimbursement as wages to the employee. Each Department Head or their designees are to determine the reasonableness of when an overnight stay is justified.

- d. **Travel with Over Night Stay:** (minimum of 12 hours in travel status) Travelers may be reimbursed for meals according to the following schedule.
 - 1. **Breakfast:** When travel begins at/or before 6 a.m. on the first day of travel or extends at/or beyond 9 a.m. on the last day of travel, and for any intervening days.
 - 2. **Lunch:** When travel begins at/or before 10 a.m. on the first day of travel or extends at/or beyond 2 p.m. on the last day of travel, and for any intervening days.
 - 3. **Dinner:** When travel begins at/or before 4 p.m. on the first day of travel or extends at/or beyond 8 p.m. on the last day of travel, and for any intervening days.
- c. **Alcohol:** Reimbursement for alcohol is prohibited.

2. Exceptions

- a. **Routine Lodging Overage Allowances (Receipts required):** Department Head or his/her designee has the authority to approve actual costs for routine lodging provision on a case by case basis, not to exceed fifty percent over PPM49 current listed rates. (Note: this authority for increase in allowance is for lodging only and not for any other area of PPM49). Justification must be maintained in the file to show that attempts were made with hotels in the area to receive the state/best rate.

In areas where the Governor has declared an emergency, a Department Head or his/her designee will have the authority to approve actual routine lodging provisions on a case by case basis not to exceed **seventy-five** percent over PPM49 current listed rates. Each case must be fully documented as to necessity (e.g. proximity to meeting place) and cost effectiveness of alternative options. Documentation must be readily available in department's travel reimbursement files.

- b. **Actual Expenses for State Officers (Itemized receipts or other supporting documents are required for each item claimed).** State officers and others so authorized by statute (See definition under State Officer) or individual exception will be reimbursed on an actual expenses basis, for meals and lodging except in cases where other provisions for reimbursement have been made by statute. Request shall not be extravagant and will be reasonable in relation to the purpose of travel. State officers entitled to actual expenses reimbursement are only

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exempt from meals and lodging rates; they are subject to the time frames and all other requirements as listed in these travel regulations.

3. Meals and Lodging Allowances (MEAL RATES ARE NOT A PER DIEM – ONLY THE MAXIMUM ALLOWED WHILE IN TRAVEL STATUS)

- a. Meal Allowance- Includes Tax and Tips– Receipts are not required for routine meals within these allowances, unless a cash advance was received. See Section 1503.B.2 of PPM 49. Number of meals claimed must be shown on travel expense form. For meal rates, the inclusion of suburbs (see definition of suburb) shall be determined by the Department Head or his/her designee on a case-by case basis. **See tier pricing below. Partial meals such as continental breakfast or airline meals are not considered meals.**

TIER I

Breakfast	\$9
Lunch	\$13
Dinner	\$29
Total	\$51
Lodging Area	Routine Lodging
In-State Cities (except as listed)	\$89
Alexandria/Leesville/Natchitoches	\$97
Baton Rouge - EBR	\$98
Covington/Slidell - St. Tammany	\$89
Lake Charles - Calcasieu	\$89
Lafayette	\$89

TIER II

Breakfast	\$10
Lunch	\$16
Dinner	\$30
Total	\$56
Lodging Area	Routine Lodging
New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines Parishes	May- Sept \$122
New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines Parishes	October – December \$153
New Orleans - Orleans, St. Bernard, Jefferson and Plaquemines Parishes	January –April \$160
Out-of-State (Except Cities listed in Tier III & IV)	\$91

TIER III

Breakfast	\$12
Lunch	\$17
Dinner	\$32
Total	\$ 61

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Lodging Area	Routine Lodging
Austin, TX; Atlanta, GA; Cleveland, OH; Dallas/Fort Worth, TX. Denver, CO; Ft. Lauderdale, FL; Hartford, CT; Houston, TX; Kansas City, MO; Las Vegas Los Angeles, CA; Miami, FL; Minneapolis/St. Paul, MN; Nashville, TN; Oakland, CA; Orlando, FL; Philadelphia, PA.; Phoenix, AZ, Pittsburgh, PA; Portland, OR; Sacramento, CA; San Antonio, TX; San Diego, CA; Sedona, AZ; St. Louis, MO; Wilmington, DE; all of Alaska and Hawaii; Puerto Rico; Virgin Island; American Samoa; Guam, Saipan	\$126

TIER IV

Breakfast	\$13
Lunch	\$19
Dinner	\$36
Total	\$68

Lodging Area	Routine Lodging
Baltimore, MD; San Francisco, CA; Seattle, WA; Chicago IL, Boston, MA	\$175
Alexandria, VA; Arlington, VA; New York City, NY; Washington, DC	\$225
International Cities	\$200

Note: If a meal is included in a conference schedule, it is part of the registration fee, therefore, an employee cannot request/receive additional reimbursement for that meal. If meals of state officials receiving actual expenses exceed these allowances, itemized receipts are required. See Section 1506.B.2 of PPM 49.

- b. Meals with relative or friends may not be reimbursed unless the host can substantiate costs for providing for the traveler. The reimbursement amount will not automatically be the meal cost for that area, but rather the actual cost of the meal. Example: The host would have to show proof of the cost of extra food, etc. Cost shall never exceed the allowed meal rate listed for that area.
- c. **Routine Lodging Allowance** - the State has contracted for all hotel expenditures through HotelPlanner. Lodging rate, plus tax and any mandatory surcharges are allowed. (Receipts are required) For lodging rates, the inclusion of suburbs (see definition of suburb). shall be determined by the Department Head or his/her designee on a case-by-case basis. Employees should always attempt to use the tax exempt form located on the State Travel Office website for all in-state lodging. See Attachment D-Governmental Employees Hotel Lodging Sales/Use Tax Exemption Certificate.

<http://www.doa.louisiana.gov/osp/travel/forms/hoteltaxexemption.pdf> when traveling in-state on official state business, and must be used if hotel expenses are being charged to the agency's CBA account. When two or more employees on official state business share a lodging room, the State will allow the actual cost of the room; subject to a maximum amount allowed for an individual traveler times the number of employees.

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- d. Lodging with relatives or friends may not be reimbursed unless the host can substantiate costs for accommodating the traveler. The amount will not automatically be the lodging cost for that area, but rather the actual cost of accommodations. Example: The host would have to show proof of the cost of extra water, electricity, etc. Cost shall never exceed the allowed routine lodging rate listed for that area. Department Head or his/her designee's approval must be provided to allow lodging expenses to be direct billed to an agency.
- e. Conference Lodging Allowance - Employees may be allowed lodging rates, plus tax (other than State of Louisiana tax) and any mandatory surcharge. (Receipts are required) Department Head or his/her designee has the authority to approve the actual cost of conference lodging, for a single occupancy, standard room, when the traveler is staying at the designated conference hotel. If there are multiple designated conference hotels, the lower cost designated conference hotel should be utilized, if available. In the event the designated conference hotel(s) have no room availability, a Department Head or his/her designee may approve to pay actual hotel cost not to exceed the conference lodging rates for other hotels in the immediate vicinity of the conference hotel. This allowance does not include Agency Hosted Conference Lodging Allowances: (see section 1510) for these allowances. In the event a traveler chooses to stay at a hotel which is not associated with the conference, then the traveler is subject to making reservation and getting reimbursed within the hotel rates that will be allowed in routine lodging only, as listed below.
- f. Resort fees are not allowable unless attending a conference and/or if a traveler is staying in a city that all hotels are charging a resort fee.
- g. No reimbursements are allowed for functions not relating to a conference, i.e. tours, dances, golf tournaments, etc.

SEE PPM 49 FOR THE MAXIMUM AMOUNT ALLOWED FOR MEALS & LODGING WHILE IN TRAVEL STATUS.

G. REIMBURSEMENTS

1. All claims for reimbursement for travel shall be submitted on the State's Travel Expense Form BA-12, (See Attachment E-Travel Expense Account) unless exception has been granted by the Commissioner of Administration, and shall include all details provided for on the form. It must be signed by the person claiming reimbursement and approved by his/her immediate supervisor. In all cases the date and hour of departure from and return to domicile must be shown, along with each final destination throughout the trip clearly defined on the form. On the State's Travel Authorization Form GF-4, the second page must be completed with the breakdown of the estimated travel expenses. This is necessary for every trip, not just when requesting a travel advance.

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For every travel authorization request, the "purpose of the trip" for travel must be stated in the space provided on the front of the form.

2. Except where the cost of air transportation, registration, lodging, rental vehicles, shuttle service, and all other allowable charges outlined in the current State of Louisiana State Liability Travel and CBA policy are invoiced directly to the agency, or charged to a state liability card, any and all expenses incurred on any official trip shall be paid by the traveler and his/her travel expense form shall show all such expenses in detail so that the total cost of the trip shall be reflected on the travel expense form. If the cost of the expenses listed above are paid directly or charged directly to the agency/department, a notation will be indicated on the travel expense form indicating the date of travel, destination, amount, and the fact that it has been paid by the agency/department. The traveler must provide receipts, for all items charged or billed direct to the agency.
3. In all cases, and under any travel status, cost of meals shall be paid by the traveler and claimed on the travel expense form for reimbursement, and not charged to the state department, unless otherwise authorized by the Department Head or his/her designee, allowed under the State Liability Travel, CBA and/or LaCarte Purchasing Card Policy, or with written approval from State Travel Office. A file must be kept containing all of these special approvals.
4. Claims should be submitted within the month following the travel, but preferably held until a reimbursement of a least \$25.00 is due. Department Heads, at their discretion, may make the 30 day submittal mandatory on a department wide basis.
5. Any person who submits a claim pursuant to these regulations and who willfully makes and subscribes to any claim which he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels or advises the preparation of presentation of a claim, which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be subject to disciplinary action as well as being criminally and civilly liable within the provisions of state law.
6. All claims will be paid within 7 to 10 business days. In no case shall reimbursements require more than thirty (30) days to process from receipt of complete, proper travel documentation.

H. PARKING AND RELATED PARKING EXPENSES

1. Baton Rouge Airport - the state's current contract rate is \$3.50 per day (no receipts required) for parking in the indoor parking garage as well as the outside fenced parking lot at the Baton Rouge Airport. Documentation required to receive the contract price is the airport certificate and a State ID. If the agency does not issue a State ID, the traveler would need a business card and a driver's license along with the certificate to be eligible for the state contracted rate. Airport certificate may be found on State Travel Office's

website at: <http://www.doa.louisiana.gov/osp/travel/parking/BRairport.pdf>. See attachment F-Baton Rouge Metro Airport On Site Parking.

2. New Orleans Airport Parking - the state's current contract is with Park-N-Fly and the rate, inclusive of all allowable and approved taxes/fees, etc. will not exceed \$7.00 per day and \$42.00 weekly (no receipts are required for parking at Park-N-Fly in New Orleans). Promotional code 0050930 must be used to obtain this contract rate. For on-line reservations, no other documentation will be required to receive this rate. For all "pay when you exit" employees, a state issued ID or a valid ID with a state business card along with a tax exempt form is required to receive the state contracted rate. See attachment G-State of Louisiana Employee Travel Expense Limited Sales Tax Exemption Certificate. At the agency discretion an employee may be paid actual expenses, at another location, up to \$7.00 per day with a receipt.
3. Travelers using motor vehicles on official state business may be reimbursed for all other parking, including airport parking except as listed in A and B above, ferry fares, and road and bridge tolls. For each transaction over \$5, a receipt is required.
4. Tips for valet parking not to exceed \$2 per day.

I. REIMBURSEMENT FOR OTHER EXPENSES (The charges are while in travel status only)
The following expenses, incidental to travel, may be reimbursed:

1. Communications Expenses:

- a. For official state business - all business communication costs may be reimbursed, receipts required.
- b. For domestic overnight travel - up to \$3 for personal calls upon arrival at each destination and up to \$3 for personal calls every second night after the first night if the travel extends several days.
- c. For international travel - up to \$10 for personal calls upon arrival at each destination and up to \$10 for personal calls every second night after the first night if the travel extends several days.
- d. Internet access charges for official state business from hotels or other travel locations are treated the same as business telephone charges. A department may implement a stricter policy for reimbursement of Internet charges. (Receipts required) These charges should be paid for as 'incidentals' and charged to the employee's personal credit card to be reimbursed.

2. Charges for storage and handling of state equipment. (Receipts required)

3. Baggage Tips:

- a. Hotel Allowances - Up to \$3 tip per hotel check-in and \$3 tip per hotel checkout, if applicable.

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- b. Airport Allowances - Up to \$3 tip for airport outbound departure trip and \$3 tip for inbound departure trip.
- 4. **Luggage Allowances - (Receipt Required)** A Department Head or his/her designee may approve reimbursement to a traveler for airline charges for first checked bag for a business trip of 5 days or less and for the second checked bag for a 6-10 day business trip and /or any additional baggage which is business related and required by the department. The traveler must present a receipt to substantiate these charges.

Travelers will be reimbursed for excess baggage charges (overweight baggage) only in the following circumstances:

1. When traveling with heavy or bulky materials or equipment necessary for business.
2. The excess baggage consists of organization records or property.

Note: Traveler should always consider shipping material to final destination or splitting material into additional pieces of luggage to avoid the excess baggage charges in order to save their agency costs.

- 5. **Registration fees at conferences** (meals that are a designated integral part of the conference may be reimbursed on an actual expense basis with prior approval by the Department Head).

Note: If a meal is included in a conference schedule, it is part of the registration fee, therefore, an employee cannot request/receive additional reimbursement for that meal.

- 6. **Laundry services** - employees on travel for more than seven days may be reimbursed, with Department Head or his/her designee prior approval, up to actual, but reasonable, costs incurred. Receipts are required for reimbursement.

J. DEFINITIONS

Conference/Convention - A meeting (other than routine) for a specific purpose and/or objective. Non-routine meetings can be defined as a seminar, conference, convention, or training. Documentation required is a formal agenda, program, letter of invitation, or registration fee. Participation as an exhibiting vendor in an exhibit /trade show also qualifies as a conference. For a hotel to qualify for conference rate lodging it requires that the hotel is hosting or is in "conjunction with hosting the meeting. In the event the designated conference hotel has no rooms available, a Department Head may approve to pay actual hotel cost not to exceed the conference lodging rates for other hotels located near the conference hotel.

Controlled Billed Account (CBA) - Credit account issued in an agency's name (no plastic card issued). These accounts are direct liabilities of the State and are paid by each agency. CBA accounts are controlled through an authorized approver(s) to provide a means to purchase airfare, registration, lodging, rental vehicles, pre-paid shuttle service, and any other allowable charges outlined in the current State of Louisiana State Liability Travel and CBA Policy. Each Department Head determines the extent of the account's use.

Corporate Travel Card - Credit cards issued in a State of Louisiana employee's name to be used for specific, higher cost official business travel expenses. Corporate Travel Cards are State liability cards paid by each agency.

Emergency Travel - Each department shall establish internal procedures for authorizing travel in emergency situations. Approval may be obtained after the fact from the Commissioner of Administration, with appropriate documentation, under extraordinary circumstances when PPM49 regulations cannot be followed but where the best interests of the state requires that travel be undertaken.

Executive Traveler – Is the Governor of State of Louisiana, he/she should sign as the traveler but have his/her chief of staff and Director of budget sign for travel authorization and travel expenses.

Extended Stays - Any assignment made for a period of 31 or more consecutive days at a place other than the official domicile.

Higher Education Entities - Entities listed under schedule 19 Higher education of the general appropriations bill.

Higher Education Entity Head - President of a University.

In-State Travel - All travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.

International Travel - All travel to destinations outside the 50 United States, District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, Guam and Saipan.

Lowest Logical Airfare - In general, these types of airfare are non-refundable, penalty tickets. Penalties could include restrictions such as advanced purchase requirements, weekend stays, etc. Prices will increase as seats are sold. When schedule changes are required for lowest logical tickets, penalty fees are added.

Official Domicile - Every state officer, employee, and authorized person, except those on temporary assignment, shall be assigned an official domicile.

1. Except where fixed by law, official domicile of an officer or employee assigned to an office shall be, at a minimum, the city limits in which the office is located. The Department Head or his/her designee should determine the extent of any surrounding area to be included, such as parish or region. As a guideline, a radius of at least 30 miles is recommended. The official domicile of an authorized person shall be the city in which the person resides, except when the Department Head has designated another location (such as the person's workplace).
2. A traveler whose residence is other than the official domicile of his/her office shall not receive travel and subsistence while at his/her official domicile nor shall he/she receive reimbursement for travel to and from his/her residence.

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3. The official domicile of a person located in the field shall be the city or town nearest to the area where the majority of work is performed, or such city, town, or area as may be designated by the department head, provided that in all cases such designation must be in the best interest of the agency and not for the convenience of the person.
4. The Department Head or his/her designee may authorize approval for an employee to be reimbursed for lodging expenses within an employee's domicile with proper justification as to why this is necessary and in the best interest of the state.

Out-of-State Travel - Travel to any of the other 49 states plus District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, Guam and Saipan.

Passport - A document identifying an individual as a citizen of a specific country and attesting to his or her identity and ability to travel freely.

Per Diem - A flat rate paid in lieu of travel reimbursements for people on extended stays only.

Receipts/Document Requirements - Supporting documentation, including original receipts, must be retained according to record retention laws. It shall be at the discretion of each agency to determine where the receipts/documents will be maintained.

Routine Travel - Travel required in the course of performing his/her job duties. This does not include non-routine meetings, conferences and out-of-state travel.

State Employee - Employees below the level of state officer.

State Officer -

1. State elected officials;
2. Department Head as defined by Title 36 of the Louisiana Revised Statutes, and the equivalent positions in higher education and the office of elected officials.

Suburb - An immediate or adjacent location (overflow of the city) to the higher cost areas which would be within approximately 30 miles of the highest cost area.

Temporary Assignment - Any assignment made for a period of less than 31 consecutive days at a place other than the official domicile.

Travel Period - A period of time between the time of departure and the time of return.

Travel Routes - the most direct traveled route must be used by official state travelers.

Travel Scholarships - If any type of scholarship for travel is offered/received by a state employee, it is the agency/employee's responsibility to receive/comply with all ethic laws/requirements. See R.S. 42:1123

Traveler - A state officer, state employee, or authorized person performing authorized travel.

Visa - A document or, more frequently, a stamp in a passport authorizing the bearer to visit a country for specific purposes and for a specific length of time.

K. FUNDS FOR TRAVEL EXPENSES

1. Persons traveling on official business will provide themselves with sufficient funds for all routine travel expenses not covered by the Corporate Travel Card, LaCarte Purchasing Card, if applicable, and/or agency's CBA account. Advance of funds for travel shall be made only for extraordinary travel and should be punctually repaid when submitting the travel expense form covering the related travel, no later than the fifteenth day of the month following the completion of travel.
2. Exemptions: Cash advance(s) meeting the exception requirement(s) listed below must have an original receipt to support all expenditures in which a cash advance was given, including meals. At the Agency's discretion, cash advances may be allowed for:
 - a. State employee whose salary is less than \$30,000/year.
 - b. State employees who accompany and/or are responsible for students or athletes for group travel advance. Note: In this case and in regards to meals, where there are group travel advancements, a roster with signatures of each group member along with the amount of funds received by each group member, may be substituted for individual receipts. (This exception does not apply when given for only an individual employee's travel which is over a group.)
 - c. State employees who accompany and/or are responsible for client travel.
 - d. New employee who has not had time to apply for and receive the state's corporate travel card.
 - e. Employees traveling for extending periods, defined as a period exceeding 30 or more consecutive days.
 - f. Employees traveling to remote destinations in foreign countries, such as jungles of Peru or Bolivia.
 - g. Lodging purchase, if hotel(s) will not allow direct bill or charges to agency's CBA and whose salary is less than \$30,000/year.
 - h. Registration for seminars, conferences and conventions.
 - i. Any ticket booked by a traveler 30 days or more in advance and for which the traveler has been billed, may be reimbursed by the agency to the traveler on a preliminary expense reimbursement request. The traveler should submit the request with a copy of the bill or invoice. Passenger airfare receipts are required for reimbursement.
 - j. Employees who infrequently travel or travelers that incur significant out-of-pocket cash expenditures and whose salary is less than \$30,000/year.
3. Expenses incurred on State Business. Traveling expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed herein.

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4. CBA (CONTROLLED BILLED ACCOUNT) issued in an agency's name, and paid by the agency, and may be used for airfare, registration, rental cars, prepaid shuttle charges, lodging and any allowable lodging associated charges such as parking and internet charges. Other credit cards issued in the name of the state agency are not to be used without written approval.
5. NO REIMBURSEMENT WHEN NO COST INCURRED BY TRAVELER. This includes but is not limited to reimbursements for any lodging and/or meals furnished at a state institution or other state agency, or furnished by any other party at no cost to the traveler.
In no case will a traveler be allowed mileage or transportation when he/she is gratuitously transported by another person.

L. SPECIAL MEALS

1. Reimbursement designed for those occasions when, as a matter of extraordinary courtesy or necessity, it is appropriate and in the best interest of the state to use public funds for provision of a meal to a person who is not otherwise eligible for such reimbursement and where reimbursement is not available from another source. Requests should be within reason and may include tax and tips. Itemized receipts are required.
 - a. Visiting dignitaries or executive-level persons from other governmental units, and persons providing identified gratuity services to the state. This explicitly does not include normal visits, meetings, reviews, etc., by federal or local representatives.
 - b. Extraordinary situations are when state employees are required by their supervisor to work more than a twelve-hour weekday or six-hours on a weekend (when such are not normal working hours to meet crucial deadlines or to handle emergencies).
2. All special meals must have prior approval from the Commissioner of Administration or, for Higher Education, the Entity Head or his/her designee in order to be reimbursed, unless specific authority for approval has been delegated to a Department Head for a period not to exceed one fiscal year with the exception in C, as follows.
3. Department Head may authorize a special meal within allowable rates listed under Meals Tier I, to be served in conjunction with a working meeting of departmental staff. Reasonable tip is allowed if ordered from an outside vendor. Tip should never exceed 20%.
4. In such cases, the department will report on a quarterly basis to the Commissioner of Administration all special meal reimbursements made during the previous three months. For Higher Education, these reports should be sent to the respective Institution of Higher Education management board. These reports must include, for each special meal, the name and title of the person receiving reimbursement, the name and title of each recipient, the cost of each meal and an explanation as to why the meal was in the best interest of the state. Renewal of such delegation will depend upon a review of all special meals authorized and paid during the period. Request to the Commissioner for special meal authorization must include, under signature of the Department Head:

- a. Name and position/title of the state officer or employee requesting authority to incur expenses and assuming responsibility for such.
- b. Clear justification of the necessity and appropriateness of the request.
- c. Names, official titles or affiliations of all persons for whom reimbursement of meal expenses is being requested:
- d. Statement that allowances for meal reimbursement according to these regulations will be followed unless specific approval is received from the Commissioner of Administration to exceed this reimbursement limitation.
 - i. All of the following must be reviewed and approved by the Department Head or his/her designee prior to reimbursement.
 - ii. Detailed breakdown of all expenses incurred, with appropriate receipt(s);
 - iii. Subtraction of cost of any alcoholic beverages.
 - iv. Copy of prior written approval from the Commissioner of Administration or, for Higher Education, the Entity Head or his/her designee.

M. AGENCY HOSTED CONFERENCES (Both In-State and Out-of-State):

1. **State sponsored Conferences:** An agency must solicit three (3) bona fide competitive quotes in accordance with the Governor's Executive Order for Small Purchase.
2. **Attendee Verification:** All state sponsored conferences must have a sign-in sheet or some type of attendee acknowledgment for justification of number of meals ordered and charged.
3. **Conference Lunch Allowance:** Lunch direct billed to an agency in conjunction with a state sponsored conference is to be within the following rates plus mandated gratuity.
 - Lunch - In-State excluding New Orleans \$20
 - Lunch - New Orleans and Out-of-State \$25

Any other meals such as breakfast and dinner require special approval in accordance with PPM49 Section 1509. "Special Meals" and must have prior approval from the Commissioner of Administration or, for Higher Education, the entity head or his designee.

4. **Conference Refreshment Allowance:** Cost for break allowances for meeting, conference or convention are to be within the following rates. Refreshments shall not exceed **\$4.50 per person**, per morning and/or afternoon sessions. A mandated gratuity may be added if refreshments are being catered.
5. **Conference Lodging Allowances:** Lodging rates may not exceed twenty dollars above the current listed routine lodging rates listed for the area in which the conference is being held.

M. WAIVERS

The Commissioner of Administration may waive in writing any provision in these regulations when the best interest of the state will be served. All waivers of PPM49 must receive prior approvals from the Commissioner of Administration, except in declared emergency situations.